



**SAMPLE**  
**FOR OFFICIAL USE ONLY**  
**DEPARTMENT OF THE ARMY**  
Headquarters, 54<sup>th</sup> Infantry Division (Light)  
Fort Washington, Indiana 46216-5000



**ORDERS 080-02**

20 MARCH 2003

Moore, Clayton M. 000-00-0000 CPT 10<sup>th</sup> Military Police (W16AAA) Ft Washington, IN  
46160-5000

You are deployed as a Temporary Change of Station (TCS) as shown below and are to return to your permanent station upon completion of the duties in support of this operation. You will submit a reviewed travel voucher for this travel to the finance office within 5 working days after return to home station.

Assigned to: HHC 201<sup>st</sup> Engineer Battalion (Para 119/Line 23)(W175AQ), CENTCOM # T17718, Camp DOHA, Kuwait, APO AE 09304

Purpose: Deployment in support of Operation Enduring Freedom

Number of days: Not to Exceed 365 Days

Will proceed date: 28 March 2003

Security clearance: Secret SBI, Dtd 15 January 2002, Verified By Ms. Ann Smith 16Feb03

Accounting classification: (See Chapter 4 of PPG for fund cites)

Movement designator code: PMO2

Additional instructions: (WIAS Number –CT-OPEF-03020-01)

- a. This is Temporary Change of Station (TCS), soldiers will be attached to TCS duty stations. Normal PCS entitlements, allowances and relocation of family members are not authorized. Consolidated Personnel Policy Guidance (PPG) for Operations Iraqi Freedom, Enduring Freedom and Noble Eagle entitlements are listed at the DCS, G-1 web site <http://www.armyg1.army.mil/militarypersonnel/policy.asp>
- b. Temporary storage of HHG may be authorized for Regular Active Duty single soldiers by the Installation ITO. RC single soldiers and recalled retirees without dependents will impact on the authorization for BAH. Contact the local transportation office for assistance.
- c. Travel by POV is authorized if duty is in CONUS; as not advantageous to the government reimbursement is limited to the to the government cost of transportation. POV Storage is authorized, contact the local Installation Transportation (ITO) officer for assistance.
- d. Soldiers are authorized the shipment of 2 checked bags (not to exceed 120 lbs) and 1 carry-on bag. When AMC or contracted transportation is not available shipment of excess OCIE baggage shipment will comprise of 2 OCIE bags and 1 weapons carrier bag (not to exceed 200 lbs), if not transported as part of a military shipment.
- e. You will bring only those items specified by the Personnel Policy Guidance or other appropriate authority. You will be provided a list of those items from your servicing personnel service center/company.
- f. Soldier readiness processing will be accomplished prior to departure from losing installation/home station per chapter 4, AR 600–8–101. Losing installation commander will determine the extent of out-processing. Soldier will handcarry out-processing packet; field Military Personnel Records Jacket (MPRJ) along with associated transfer documents, records, and deployment packet to the gaining PSC or replacement activity.
- g. Government quarters and dining facilities will be used at the replacement activity and during deployment. Essential Unit Mess (EUM) has been declared by Assistance Secretary of the Army (Manpower and Reserve Affairs) ASA(M&RA) for the mobilization and demobilization sites not to exceed (10) days. MOSQ location will provide quarters and mess. The Installation Commander will make separate determinations as the availability of mess and quarters and as a last resort will issue statement/certificate of non-availability. Per diem payable is \$3.00 per day for CONUS and \$3.50 per day for OCONUS. Per Diem will normally be paid for the travel to gaining station, or replacement activity unless prohibited by travel circumstances.
- h. During period of deployment, gaining/deployed unit commander has responsibility for personnel service support to include awards and decorations, UCMJ, and all other forms of personnel and legal administration support except Reserve Component promotion authority.

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17 February 2002

- i. Basic Allowance for Housing (BHA) for Regular active duty soldiers is based upon their permanent duty station. RC soldiers and retired soldiers called or ordered to active duty BHA is based on their principal place of residence when called or ordered to the tour of active duty.
- j. Soldier may submit interim travel voucher if otherwise entitled to per diem and/or travel for the monthly payment of accrual travel payment. Care should be taken to keep all required documents to support payments/request for payments. All documents will be required upon final settlement voucher.
- k. Use of leave during this deployment is recommended for all soldiers. A copy of the leave record will be submitted upon completion of this operation with the final settlement voucher. If unable to take leave taken during this period a payment of unused leave is authorized with no impact to career leave sell back of 60 days.
- l. Additional movement requirements will be completed using amendment orders, format 700, movement to return to CONUS will also be completed using a format 700.
- m. Soldier should go to the AKO web site at [https://www.us.army.mil/portal/portal\\_home.jhtml](https://www.us.army.mil/portal/portal_home.jhtml) and establish an AKO email account.

Format: 401

FOR THE COMMANDER

JACK A NICHOLSON  
LTC, GS  
Director, Military Personnel

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